



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT

(Announcement Number: 15-005)

OPEN TO: All Interested Candidates
POSITION: Regional Manager, Personal Services Contractor

OPENING DATE: April 16, 2015

CLOSING DATE: May 7, 2015

WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

BASIC FUNCTION OF THE POSITION:

Peace Corps Nepal places American Volunteers in two-year assignments in rural villages across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Regional Manager (RM).

Under the direct supervision of the Director of Programming and Training (DPT), the Regional Manager is responsible for Peace Corps Volunteer (PCV) support within an assigned geographic region of Nepal.

Specific responsibilities include: identification and preparation of suitable homestay families; program documentation; monitoring and enhancing PCV performance in regards to PCV work, cultural adaptation and language acquisition; providing emotional and logistical support to a portfolio of PCVs and managing these PCVs in VIDA (volunteer information database); and representing Peace Corps to regional authorities and local host country agencies and organizations. The RM also contributes to and participates in project planning; site identification, and designing and facilitating training.

The Regional Manager works to assure that PCVs assigned to their region are self sufficient, secure and productive. RMs are based in Kathmandu, but may travel outside of Kathmandu for up to 60% of the year.

The RM works in close collaboration with the entire Programming and Training Unit (Director of Programming and Training, Training Manager, Training Coordinator, Program Manager, Program Coordinator), as well as other units within Peace Corps, particularly in relation to provision of support to PCVs in the field and helping them to maintain their safety, security, health, and well-being.

Please refer to the attached Personal Services Contractor Statement of Work for full details.

REQUIRED QUALIFICATIONS:

Education: University Bachelor's degree in a Project-related subject (Health, Agriculture, Education), or Social Sciences, Development, Public Administration, or Management. A Masters Degree in a related subject is preferred.

Prior Work Experience: Minimum of 5 years of related grassroots, community development experience in Nepal, preferably in a cross-cultural setting with American or international organizations, and preferably organizations that achieve their mission through volunteerism. Related work experience to include: Managing or leading groups of volunteers or staff, and dealing with sometimes difficult personalities; managing health, agriculture, or education projects; grassroots community development; designing training programs and/or workshops, training session design and delivery; Project monitoring and evaluation, and Networking and intentional relationship building. Experience with international volunteer sending organizations is preferred.

Language and Technical Proficiency: Fluency in both English and Nepali (written and spoken) is required, as is an ability to quickly and accurately translate from Nepali to English, and vice versa. Ability to speak other languages spoken in Nepal is desirable. Proficiency in use of the internet and with Microsoft programs: Outlook (email), Excel, PowerPoint, Word, etc.

Knowledge, Skills, and Attitudes:

Communication: Strong communication and interpersonal skills, conflict management skills, diplomacy and tact with staff, Volunteers, Trainees, community members and members of the government. Is cross-culturally sensitive and strives to communicate openly.

Motivation: Ability to work independently and proactively, is self-motivated and adaptable to constantly changing situations, and accepts responsibility.

Professionalism: Maintains confidentiality regarding Volunteer issues and other information, and possesses a strong sense of integrity. Sets a positive example for peers and PCVs in performance of professional duties (is punctual, diligent, well-groomed, etc.). Acts as a team member in a consensus-building atmosphere, encourages constructive feedback and accepts suggestions for improvement, and willingly responds to reasonable requests from both colleagues and supervisors in a timely manner.

TO APPLY:

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter (in English) addressing how they meet the qualification requirements detailed above, by email to: nepaljobs@peacecorps.gov or to P.O.Box No. 15150. Please place "Vacancy 15-005, Regional Manager" in the title of your email. If you have difficulty submitting your application, please call the Peace Corps office at (01)-401-6027. Only qualified candidates who are selected for tests and possible interviews will be contacted. Applications must be received by May 7, 2015 at 5 PM.